



TOWN OF BREWSTER, MA JOB DESCRIPTION

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| Title: Local Inspector | Classification: Non-Union, Personnel Bylaw |
| Department: Maintenance | Grade: 7 |
| Reports to: Building Commissioner | FLSA Status: Non-Exempt |
| Effective Date: 10-14-21 | |

Summary

Position is responsible for administrative, technical and inspection work related to the enforcement and interpretation of the State Building Code, the local zoning bylaw, and other applicable regulations. Employee is required to perform all similar or related duties.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Inspects buildings and alterations to buildings under construction, permitted by building department, to ensure compliance with the State Building Code, zoning bylaws, approved plans, and other state and local regulations.

Conducts annual safety inspections on qualified buildings.

Reviews plans to determine compliance with state codes, local zoning bylaws and other applicable regulations.

Investigates complaints of alleged building code and zoning violations and takes appropriate action as required.

Responds to inquiries from contractors, property owners, banks, real estate agents, and the general public; explains building code regulations and bylaw provisions; explains procedures and assists applicants in completing applications; confers with Building Commissioner on difficult cases.

Assists the Building Commissioner with administrative duties including but not limited to the scheduling of appointments, answering telephones, responding to email inquiries, and issuing building permits..

Maintains records, including related correspondence. Observes conditions and issues notices of correction and related violations.

Conducts visual surveys of the Town in order to identify any unauthorized construction, renovation, or repair activity.

Maintains certification and license requirements through continuing education programs.

Acts on building construction and design decisions in the event of the temporary absence of the Building Commissioner.

Performs all other duties as required.



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Supervision

Supervision Scope: Performs varied and responsible duties requiring considerable judgment in applying state laws and local regulations to frequently changing conditions and problems.

Supervision Received: Employee works under the general supervision of the Building Commissioner. The employee plans and carries out regular work in accordance with established operating practices, previous training, with substantial responsibility for determining actions with independence in organizing work activities and determining work methods.

Supervision Given: None.

Recommended Minimum Qualifications

Education, Training and Experience

Bachelor's Degree or a master level of trade knowledge and minimum 5 years of prior work experience in the supervision of building construction or design, or an equivalent combination of education, training, and experience.

Special Requirements:

Driver's license, MA Construction Supervisors License, and Certified by the State as a Local Inspector within 12 months of appointment required.

Knowledge: Thorough knowledge of all phases of building and construction including related trades such as plumbing, gas, electric, etc.; working knowledge of department inspection and permit practices and techniques; knowledge of office software (word processing and spreadsheet applications). Knowledge of the state building code, commercial and residential building codes, architectural access codes international fire codes, energy conservation code, NFPA codes, local zoning bylaws and other applicable state statutes, rules, regulations, ordinances, and bylaws.

Abilities: Ability to manage multiple tasks in a detailed and accurate manner; ability to deal with disgruntled members of the public in a tactful manner; ability to read and interpret construction plans, diagrams, and blueprints; ability to establish effective working relationships with contractors and sub-contractors as well as developers, owners, and the public. Ability to enforce rules and regulations in a consistent, impartial manner.

Skills: Proficient written and oral communication skills; effective data processing, math, and analytical skills.

Job Environment

- Administrative work is performed under typical office conditions; inspection work is conducted in the field, with exposure to various weather conditions and hazardous conditions associated with construction sites. Required to work outside normal business hours in response to emergencies and important situations.
- Operates a computer, automobile, telephone, and standard office machines; utilizes hand and power tools.
- Interacts with co-workers, property owners, contractors, developers, architects, engineers, realtors, other inspectors, state agencies and the public.
- Has access to confidential information such as lawsuits or department records.

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- Errors may result in lower standards of service to the community, damage to property, endanger public safety and possible monetary loss or legal repercussions.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light physical effort while performing office work. Frequent moderate physical effort when making inspections. Major portion of day is spent in the field. Regularly required to walk, stand, sit, talk, and hear; use fingers to handle or feel, climb or balance; stoop kneel, crouch or crawl. Ability to view computer screens and objects. May move objects weighing up to 30 pounds, usually less. Must be able to communicate.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer